**JOB DESCRIPTION**

**JOB TITLE:**  Site Agent

**GRADE:**  8

**REPORTING TO:**  Senior Agent

**RESPONSIBLE FOR:** Supervision of highway and construction works including operatives and subcontractors.

**JOB PURPOSE:** To supervise the efficient and effective running of Operational activities meeting all safety, environment and quality obligations.

**KEY TASKS AND ACCOUNTABILITES:**

* Supervise and promote safe working methods.
* Ensure all safety procedures carried out.
* Ensure toolbox talks and safety audits are completed in accordance with company procedures.
* Ensure site inductions are carried out to all site personnel including sub-contractors and Client staff.
* Assist with the development of Health and Safety Plans (Construction Phase) where appropriate.
* Ensure risk assessments are identified and put in place proper control measures and the appropriate methods for safe practice.
* Ensure any incidents are reported and recorded within the correct process and timescales
* Work with clients to agree programmes and accounts.
* Order the efficient use of plant and materials on daily basis.
* Carry out site supervision and ensure works completed on time and to specification.
* Record site measurements and ensure valuations are generated within the agreed timetable.
* Undertake site inspections prior to work starting.
* Assess traffic management requirements and comply with all TMA noticing.
* Collate cost information and enter into the electronic system on a daily basis.
* Meet financial targets as set on individual schemes.
* Maintain accurate records of site activities in the form of an Allocation sheets daily.
* Ensure Daily Allocation sheets are accurately completed.
* Manage daily plant check sheet.
* Manage daily vehicle check sheet.
* Check weekly plant returns and amend where necessary.
* Produce and monitor works programmes.
* Attend and participate in work team meetings
* Ensure daily diary records are logged and kept
* Ensure Appraisals of all operatives are carried out within the company prescribed timetable.
* Actively foster a positive staff morale
* Willingly carry out any reasonable task as requested by a member of management
* Ensure Daily Briefings to all operatives and subcontractors are carried out.

**MEASURES OF SUCCESS:**

* Safety performance measures in line with safety objectives.
* Financial returns in line with targets.
* Timely provision of information to enable deadlines to be met.
* Accurate accounts leading to prompt payment
* Minimal plant and vehicle damage costs.
* No accidents or injuries.

**SERVICE STANDARDS:**

* Promotion of company core values.
* Hands on and active support for colleagues
* Professional and tidy appearance
* Courteous and prompt response to all stakeholders.
* Ensuring agreed deadlines are met.
* Efficient site working due to preparation and programming
* Minimal wastage of materials
* At all times being safety conscious.
* Ensure all company and site rules are complied with.

**ADDITIONAL INFORMATION:**

* Introduce new starters and Apprentices into site operations, clearly allocating supervision responsibilities and establishing working restrictions.

**PERSON SPECIFICATION – *Site Agent***

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education** | *Good general education* | *Graduate Engineer in Civil Engineering or possess a HNC in Civil Engineering or*  *NVQ4* |
| **Experience** | *Minimum 5 years’ experience in highway construction as a ganger or equivalent or related activities.* | *Good knowledge of NEC forms of Contract.* |
| **Personal Skills/Qualities** | *Good communication skills*  *Commitment to partnering*  *Commitment to high quality service*  *Awareness of all company operating and safety procedures*  *Good understanding of Quality Assurance*  *Working knowledge of The Manual of Contract Documents for Highway Works*  *Competent IT skills and computer literacy using*   * *MS Office* * *MS Outlook* * *MS Project* * *Financial Systems (Sage or similar)* * *Operational systems (Symology or similar)*   *Enthusiastic, team player*  *Flexible in terms of hours worked and attitude* |  |
| **Physical Attributes** | *Previous good attendance* |  |
| **Contra Indicators** | *Inflexible* |  |